

Kentucky Forms Management

Instructions for Downloading and Using Electronic Forms

STEP 1: Open the KFM IntRAnet Homepage

- Open the Internet Explorer web browser
- Click on the **folder** in the top toolbar marked "Favorites"
- Locate the Kentucky Forms Management web site you need (IntERnet or IntRAnet) from your FAVORITES list
- Click on the link

STEP 2: Go to the KFM E-Forms Library.

- **There are two E-Forms Libraries:**
 1. IntERnet: Forms used by the public or shared with the public can be found at the Internet site.
 2. IntRAnet: This is a secured site for forms used only by state government staff. You must request a USERID and password to obtain the URL address for this site.
- **To go to the IntRAnet E-Forms Library:**
 - Scroll down on the IntRAnet homepage to the second table
 - In the first box in the first row, double left-click on AGENCY IN-HOUSE E-FORMS LIBRARY (INTRANET)
 - This will take you to the Kentucky Forms Management Agency In-House E-Form Library (Intranet) page which is the table of contents for all of the forms libraries
 - At the Agency-In House E-Forms Library (IntRAnet) page, scroll down to the second table: TABLE OF CONTENTS
 - **Forms are divided into THREE categories:**
 - **Universal forms (Unsecured/Shared Library):** Universal forms are forms that are owned by the Kentucky Forms Management Program and available for use by all state government. There are no specific agency names on any of these forms, just COMMONWEALTH OF KENTUCKY.
 - **General Government FORMS (Unsecured/Shared Library):** General Government FORMS are forms owned by a particular state agency but used by numerous other state agencies such as the Employee Evaluation form or the DOA-8 or DOA-9 Printing forms. The library is divided into agency groups and the forms are listed under the agency that owns the form.
 - **Agency-Specific forms (Secured/Private Library):** Forms in these libraries (alphabetized listing of agencies) are forms used specifically by that agency and ONLY by that agency. It is here where you would use your USERID and password for access to YOUR agency's e-form library. In developing and implementing this web site we planned for future expansion and listed all state agencies. Because the KFM Program is new and many state agencies aren't aware we provide this service to all state government, your agency's library may state your agency is currently not a

participating agency within the program. If this is true for your agency, you still have access to the General Government FORMS and the Universal forms. For more information on agency participation, contact Gary Hampton.

- **To go to the IntERnet E-Forms Library:**
- On the left side window, scroll down to the link "E-Form Library"
- Double left click on the E-Form Library link
- This will take you to the Kentucky Forms Management Public E-Form Library page which is the table of contents for all forms libraries

STEP 3: Downloading a form.

- Decide the appropriate library for the form you want to download (forms indexes are now available for your convenience)
- Double left-click on the library
- Once that library is open, scroll down until you locate the form you want to download
- The forms list will reflect the form name, the date the form was last published to the e-form library and the download link (the executable file name of the form)
- To begin the form download process, double left-click on the file link (executable name) to the right (underlined and has the extension of .exe)
- When you double left-click this link a gray box will appear
- It is asking if you want to RUN THIS PROGRAM FROM ITS CURRENT LOCATION or SAVE IT TO DISK
- You want to SAVE IT TO DISK (meaning your KFM folder)
- Make sure the black dot is in the circle next to SAVE IT TO DISK (if it is not, just left click the circle)
- Then click OK
- Next your SAVE AS dialog box is going to appear
- You will notice that in the upper text box just to the right of the words SAVE IN, it probably has DESKTOP
- Right below this area is a large white box that lists everything on your DESKTOP
- Locate MY COMPUTER in this box and double left-click (this will then list everything in MY COMPUTER in this box)
- Then in this same box locate and double left-click on C: (this will then list everything in your C drive)
- Locate and double left-click on the KFM folder (it will be listed in alphabetical order)
- When you double left-click on the KFM folder it will place the yellow KFM folder and the text KFM in the top text box next to the text SAVE IN
- Always make sure this KFM folder is in this text box each time you go to download a form
- You will notice in the lower portion of this dialog box you will see a text box for FILE NAME
- The .EXE file name of the form is listed in this box **(DO NOT CHANGE THE NAME OF THE .EXE FILE NAME ASSIGNED TO THE FORM. IF YOU DO, THE FORM WILL NOT WORK. THE FILE NAME SHOULD MATCH THE NAME OF THE FORM AS IT IS LISTED ON THE WEB PAGE WITH ONE EXCEPTION IT MAY NOT REFLECT THE .EXE)**
- Click OK
- This file may download in a matter of a few seconds or a few minutes depending on the number of pages in the form and where you are located in the state. It also depends on

how fast your communication lines are and the speed of your PC. We realize your Internet connection may be set on a timer and may time you out before the process is complete. If this happens we have other ways to load the forms onto your PC just give us a call or drop us an email.

- Once this file has downloaded, you will need to close out the download process by
- In Internet Explorer 4.0 the dialog box will just say DOWNLOAD COMPLETE and you will click OK
- In Internet Explorer 5.0 the dialog box will give you file information and three buttons. Click on CLOSE
- You may download as many forms as you like before closing out or minimizing your web page.

STEP 4: Opening your forms.

- To open your forms you access the KFM folder
- There are two ways to access your KFM folder:
 1. Double click the KFM shortcut icon on your DESKTOP
 2. EXPLORE
 - To open your EXPLORE window, right-click the START button
 - Double left-click on EXPLORE
 - When your EXPLORE window opens, on the left-hand side under the C drive double left-click the KFM folder
- You will notice that when your KFM folder opens this time you will see the name of the form executable file names on the right-hand side of the window
- In dealing with electronic forms, you have three different types of files and the three respective file extensions:
 - **.EXE file:** This executable file is actually your blank form. You always have a blank form in this file within your system.
 - **.INI file:** When you double left-click the form executable file name, it activates the "brain" of the form and this .INI file is created. There's no need to open this file, but it must remain in the directory with the form. If you ever move the executable file for some reason (especially if you switch PCs), you must double left-click the executable file name of the form to reset this .INI file so that the form and the FIL files will work properly.
 - **.FIL file:** This is your data file. When you look at the blank form (the executable file) on screen, you are actually looking at two files. The first being the .EXE file or the blank form and the second file is the FIL file or the data file. This FIL file is like a transparency laid over the .EXE file or blank form. When you fill in the data fields and click save it "peels" the data off the .EXE file or form and saves it as a FIL file. These FIL files only contain the data and the brains to find the appropriate form to open when the FIL file name is double clicked. If you do not save the .EXE file to your system or have not double clicked the .EXE file to activate it after a move of the .EXE file, the .FIL file will not open by double clicking the .FIL file name.
- Now double left-click on the executable (.EXE) file name of the form you want to open
- As the form opens, you will see an informational screen in regards to the form and then the form should open.

STEP 5: How to save your data.

- When the form opens, tab through the data fields and complete the form
- Click on the SAVE button at the top left-hand side of your form
- When the SAVE AS dialog box opens, it will be pointed to your KFM Folder (in the top text box next to SAVE IN it will have KFM)
- You want to change this to the FIL File folder
- Double left-click in the FIL File folder in the large text box directly below the text line Save In
- Double clicking this file folder it will put the FIL File folder in the text box next to Save In
- (NOTE: Think of the file folders for your FIL files (data files) as file folders in a filing cabinet. You may have as many FIL file folders as you wish as long as they are not named the same. For example, Travel FIL; Evaluation FIL; PAFS-25 FIL, etc.)
- Under the large box that reflects all of the files within the open folder, you will see FILE NAME
- The default name for FILE NAME is untitled.fil
- You may name this FIL (data) file whatever you wish, just like Word or Excel, just don't use anything other than FIL for the extension of these data files. Actually it is not necessary to add .FIL to the end of your file name because that is your default.
- Name the file and click SAVE.
- Click on the CLEAR button and you are ready to complete another form.

STEP 6: Retrieving saved data.

- There are two ways to retrieve saved data: 1) from the open form; and 2) from the KFM folder.
- From the open blank form:
 - Go to the top of the form, to the top task bar and double left-click on FILE (upper left-hand corner)
 - Slide down and double left-click on OPEN
 - A dialog box will appear
 - Make sure the proper FIL file folder is open
 - Locate the FIL file you wish to open and double left-click
 - Your form will open and the data will populate the form
- From the KFM folder:
 - Double left-click on the KFM Folder shortcut icon on the DESKTOP
 - Double left-click the appropriate FIL file folder
 - All files within this FIL file folder will be displayed
 - Locate the FIL file you wish to open and double left-click on the FIL file name
 - Your form will open and the data will populate the form

FOR FUTURE FORM DOWNLOADS

- Open Internet Explorer web browser
- Go to the KFM Intranet or Internet E-Forms Library
- Repeat STEP 3

TO OPEN FORMS

- Repeat STEP 4

Should you have any questions or problems, contact Gary Hampton at 502-564-2670.